**CHECKLIST FOR OPENING SCHOOL**

**SCHOOL: DATE:**

The media center is one position equally shared by two people. Share the joys and the problems and the shelving. Between the two of you, decide the division of duties in such a way that you are both comfortable. Don’t let one person have all the fun and the other one all the work!

**It is very important that both assistants know the entire job.**

This checklist enumerates the tasks that need to be done at the beginning of each new school year. Please date each item as it is completed and send to the District Library Media Specialist when done.

***Getting Started***

\_\_\_\_\_\_\_\_1. Go to the office and pick up district mail, school supplies you requested from the secretary, and book shipments, if any.

\_\_\_\_\_\_\_\_2. Create new Budget Book 2013-2014 either electronically or in print.

\_\_\_\_\_\_\_\_3. File any new requisitions or PO’s received in the new Budget Book.

\_\_\_\_\_\_\_\_4. Locate *Media Reports Binder and discard*

***Process Any New Shipments That Have Arrived***

\_\_\_\_\_\_\_\_1. Verify that the book shipment actually belongs to your media center.

\_\_\_\_\_\_\_\_2. In your budget book, locate the PO with attached title list that matches this shipment. On the title list, put the number “1” next to the title of each book received in the first shipment. Put the number “2” next to the title of each book received in the second shipment.

\_\_\_\_\_\_\_\_3. Fill out the shipment record on the PO.

\_\_\_\_\_\_\_\_4. Send a copy of the packing list and purchase order to the District Library Media Specialist. Notify the District Cataloger to download your MARC records.

\_\_\_\_\_\_\_\_5. File information in your budget book in the following order:

a. Yellow copy of Purchase Order

b. Title List

c. Packing slip(s)

**NOTE: If an invoice or the goldenrod copy of the P.O. is sent to the school, do not write on it or fill out any information. Send it directly to your District Media Specialist.**

***Schedule the Library Media Center***

\_\_\_\_\_\_\_\_1. Block out a daily fifteen minute book exchange, your two hour overlap time and your half hour lunch before allowing teachers to sign up to for class visits. Classes should not come into the media center during your overlap time. A form has been included for scheduling class visits if you need it. Remember your school’s short day.

\_\_\_\_\_\_\_\_2. After the schedule is completed, give a copy to the Principal for approval. Distribute approved schedules to each teacher and include a copy in the packet you return.

\_\_\_\_\_\_\_\_3. Complete the A*ssistant Information Sheet.* **Send this to your District Library Media Specialist.**

**\*\*\* Remember: notify your District Media Specialist of any changes, even temporary ones, i.e. you trade work days/time or the library is closed for any reason. \*\*\***

***Destiny***

\_\_\_\_\_\_\_\_1. Print out a class list from Destiny. (Back Office/Reports/Patrons/Patron Name List/Select by Homeroom/From (choose) to (choose)).

\_\_\_\_\_\_\_\_2. Compare the list with existing cards and make new cards for students who don’t have one.

\_\_\_\_\_\_\_\_3. Patrons are updated in Destiny from Skyward every evening. New students may not appear until the day following their input into Skyward by the school secretary.

\_\_\_\_\_\_\_\_4. Print barcode labels for kindergarten classes. (Back Office/Reports/Patrons/barcode labels/Select by homeroom/ From (choose) to (choose)).

\_\_\_\_\_\_\_\_5. Update the calendar (see the enclosed Calendar Dates for 2013-2014).

***General Tasks***

\_\_\_\_\_\_\_\_1. Make new manila envelopes to protect magazines for circulation if needed. Do not barcode the envelopes.

\_\_\_\_\_\_\_\_2. Place request sheets in an accessible place for patron use.

\_\_\_\_\_\_\_\_3. If a patron returns a request form to the library, check each item to see if it is already in the library. If it is, please inform the patron. If the item is not in the library, add to your list of items to order.

#### *Summary*

\_\_\_\_\_\_\_\_1. Send to District Library Media Specialist the following:

1. Any PO shipment information that has arrived during vacation.
2. School Assistants’ Information.
3. Media Center Schedule for Class Visits.
4. This completed checklist form.

Check with teachers to see if they have items checked out that have not been returned. If they are keeping the items, you must check them out again. Give each teacher a copy of the Media Center Schedule.